

ADMINISTRATIVE ASSISTANT SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
0171	Administrative Assistant I	03	000	6 mo.	05/15/91
0172	Administrative Assistant II	03	000	12 mo.	05/15/91

Promotional Line: 223

Series Narrative

An Administrative Assistant performs, supervises, directs, or advises on work involved in providing or negotiating for a variety of essential management services. Any combination of the following services, or similar or closely related activities, may be involved: program management, project management, funds management, contract administration, staff supervision, management analysis, property management, space management, and public information.

An Administrative Assistant assists and advises both the head of the organization served and other officials in that organization in matters pertaining to management services. The central purpose is to facilitate the accomplishment of the work of the organization through providing, obtaining, and/or coordinating management services and integrating them with the general management of the organization.

Typical Administrative Assistant positions involve a wide variety of duties and responsibilities and are, therefore, general in nature. However, in some situations the duties and responsibilities may be specialized and limited in number and/or kind.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Administrative Assistant I **0171**

Positions classified at the Administrative Assistant I level are characterized by general supervision, some freedom for decision-making and in interpreting institutional policy, moderate size and complexity of organization served, and/or some degree of specialization.

Level II: Administrative Assistant II **0172**

Positions classified at the Administrative Assistant II level are characterized by administrative supervision, considerable exercise of independent judgment although subject to administrative review, large size and/or greater complexity of organization served, and/or high degree of specialization.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Administrative Assistant I **0171**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. any one, or any combination of the following types of preparation:
 - a. credit for college training in any field
 - b. progressively responsible managerial or administrative work experience in a private or governmental organization

that totals 1.0 unit according to the following conversion rates:

120 hours or Bachelor's degree of "a" = 1.0 unit

3 years of "b" = 1.0 unit

Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of training and experience.

2. two years of responsible managerial or administrative work experience in a private or governmental organization in addition to the preparation required in #1 above.¹
3. as required by the position to be filled, education, training and/or work experience in the area of specialization inherent in the position may be required in meeting credential requirements #1 and #2 above

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of management principles, practices, methods, and techniques
2. skill in dealing with others in person-to-person work relationships
3. ability for, and inclination towards, decision-making

Level II: Administrative Assistant II

0172

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of training/experience requirements listed for Administrative Assistant I
2. three years of progressively responsible managerial or administrative work experience in addition to the preparation required in #1 above
3. as required by the position to be filled, education, training and/or work experience in the area of specialization inherent in the position may be required in meeting credential requirements #1 and #2 above

¹ Applicants possessing a Master's degree meet requirements #1 and #2 above.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of management principles, practices, methods, and techniques
2. skill in dealing with others in person-to-person work relationships
3. ability for, and inclination towards, decision-making

Administrative Assistant I.....	Revised
Administrative Assistant II.....	Revised